

PRESCOT TOWN COUNCIL

BUDGET PROPOSAL - APPENDIX ONE

Revenue Budget

SUMMARY	BUDGETED	ACTUAL	ANNUAL FORECAST	UNDER OVER BUDGET	Proposed Budget 2024/25	Variation Between Years	Rationale for variation between years
Total income	364,958.08	382,440.33	385,173.24	20,215.16	381,427.36	16,469.28	
Total expenses	364,958.08	282,166.13	347,195.33	-17,762.75	381,427.36	16,469.28	
Income less expenses:	0.00	100,274.20	37,977.91	-37,977.91	0.00	0.00	
INCOME DETAILS							
	BUDGETED	ACTUAL	ANNUAL FORECAST	UNDER OVER BUDGET			
Precept	338,060.58	338,060.58	338,060.58	0.00	334,336.86	-3,723.72	Based on the confirmed 2024/25 Council Tax Base of 3771 Equivalent Band D Properties and with officers assuming a 0% increase on the 2023/24 Precept of £88.66 (subsequently confirmed by members during budget workshop that they did not want to raise the precept) an overall precept demand of £334,336.86 is produced.
Contribution from Reserves	0.00	0.00	0.00	0.00	0.00	0.00	The level of bank interest received in 2023/24 reflects the non-investment of reserves funds during 2023/24. Essentially therefore, interest has been generated from the deposit account only.
Bank Interest	1,150.00	7,321.44	7,321.44	6,171.44	1,150.00	0.00	In consideration of Members resolving to make investments of reserves, the budgeted amount has been kept the same, albeit that a significant increase of interest will come through reserves being invested during 2023/24 - 2024/25
Grant Income	0.00	0.00	0.00	0.00	0.00	0.00	No budget has been set for this, however officers will see what funding is available during 2024/25 to aid operations / specific projects.
Bowling Green	0.00	0.00	0.00	0.00	0.00	0.00	No budget can be set for this as we do not hire the facility.
Events Income	500.00	596.67	596.67	96.67	500.00	0.00	Based on income generated in 2023/24 - essentially from stalls during the Prescott Carnival - an income target of £500.00 has continued.
Miscellaneous Income	247.50	8,712.48	8,712.48	8,464.98	0.00	-247.50	Members attention is drawn to charges for the hiring of stalls increasing in 2024/25, however, to err on the side of caution, the income target has not been increased as it is not known what take up will be.
Lettings	21,000.00	18,336.25	21,000.00	0.00	26,440.50	5,440.50	Income for 2023/24 has been considerable because of fundraising by Cllr J Burke and commitment to install roundabout. This will be earmarked if not delivered moving into 2024/25
Bond	0.00	3,341.75	3,341.75	0.00	12,000.00	12,000.00	At Budget Workshop, Members agreed to a 20% increase on room hire charges with effect from 1st April 2024. Hirers have been consulted and informed as part of this proposal.
TENS Licence	0.00	63.00	63.00	0.00	0.00	0.00	This budget has been set following an assessment of current hirers and the number/type of room hire function, with the proposed schedule of charges for 2024/25 applied.
Table Cloths, Chair Covers, Catering etc	2,500.00	3,077.32	3,077.32	577.32	4,000.00	1,500.00	Income target set for the investment of £255,000 in high interest bonds as per Finance, Policy and HR Committee resolution.
Bar	1,500.00	2,930.84	3,000.00	1,500.00	3,000.00	1,500.00	Income target set at £4,000.00 in consideration of increases to tablecloth, chair cover hire. This has been increased in line with increases to Laundry costs to essentially offset the costs of laundry.
Job Retention Scheme (JRS)	0.00	0.00	0.00	0.00	0.00	0.00	Based on income generated from bar concession during 2023/24 to date, the income target has been increased considerably to take account of income received.
Feed in Tariff (Solar Panels)	0.00	0.00	0.00	0.00	0.00	0.00	
Total income:	364,958.08	382,440.33	385,173.24	16,810.41	381,427.36	16,469.28	

COST CENTRE 1 - STAFF & TRAINING COSTS

	BUDGETED	ACTUAL	ANNUAL FORECAST	UNDER OVER BUDGET			
Salaries and wages	163,438.08	137,408.89	163,438.08	0.00	169,310.70	5,872.62	In accordance with National Joint Council terms and conditions, employees will be entitled to a pay increase during 2024/25, although the level of that increase is only confirmed by the NJC around September/October each year.
External Staff Cover		0.00	0.00	0.00	0.00	0.00	As a result, based on previous awards, the Town Clerk has factored in a 3% increase for staff, based on previously agreed conditions.
Mayor	850.00	850.00	850.00	0.00	850.00	0.00	He has also consulted with fellow Town Clerks and the SLCC, who all confirm that this is an appropriate level to apply for the purposes of setting a budget.
Mileage and Travel	200.00	0.00	200.00	0.00	200.00	0.00	Members will be asked to resolve this level of pay award within the Budget Report, thereby negating the need for officers to come back to Members and seek implementation.
Training	3,200.00	3,302.59	3,302.59	102.59	1,000.00	-2,200.00	This staffing budget is based on the current staffing compliment - albeit that the position of Casual Caretaker is still to be recruited to, and that employee is not in post.
Total staff & training costs:	167,688.08	141,561.48	167,790.67	102.59	171,360.70	3,672.62	Members agreed at Budget Workshop that the Mayoral Allowance should remain at £850.00
Percent of total:	45.95%						Assessment of expenditure during 2023/24, justified budget remaining the same in 2024/25
							Members agreed at Budget Workshop not to renew subscription to online Peninsula Training tool, but to have a budget of £1000.00 for staff training in 2024/25

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COST CENTRE 2 - ADMINISTRATIVE	BUDGETED	ACTUAL	ANNUAL FORECAST	UNDER OVER BUDGET					
Elections	300.00	170.53	300.00	0.00	300.00	0.00	8,000.00	-2,500.00	Reduced budget in line with costs for all out elections in May 2023. However, as per Budget Report, requirement to hire funds or draw on General Reserve in the event of budget becoming depleted owing to multiple bi elections (if called during 2024/25)
Bank Charges	900.00	886.65	1,100.00	200.00	1,000.00	100.00	1,000.00	100.00	Assessment of expenditure during 2023/24. Justified slight increase in budget for 2024/25.
Photocopier & Printing	1,500.00	1,334.00	1,334.00	-166.00	1,800.00	300.00	1,800.00	300.00	Slight increase in fee for the internal auditor and anticipated increase in fee for external auditor also, justified increase for 2024/25.
Audit Fees	6,500.00	1,317.00	3,000.00	-3,500.00	4,000.00	-2,500.00	4,000.00	-2,500.00	Reduction in budget in anticipation that legal advice will not be required at the same level as in 2023/24 owing to discussions between KMBG and PTC nearing conclusion concerning leases. However Town Clerk does anticipate that some advice will still be required during 2024/25.
Professional Fees	1,800.00	1,881.86	2,000.00	200.00	2,000.00	200.00	2,000.00	200.00	Assessment of expenditure during 2023/24, justified slight increase in budget for 2024/25.
Stationary, Postage, Office Equipment	500.00	1,261.94	1,261.94	761.94	500.00	0.00	500.00	0.00	Continued members of SLCC in 2024/25 to support the Town Clerk and other officers. However, continued non subscription to MALC.
Subscriptions	300.00	242.50	300.00	0.00	300.00	0.00	300.00	0.00	Assessment of expenditure during 2023/24, justified budget remaining the same. This covers Premises License for Town Hall.
Licences	1,600.00	1,021.99	1,600.00	0.00	1,600.00	0.00	1,600.00	0.00	Assessment of expenditure during 2023/24, justified budget remaining the same in 2024/25.
Equipment Purchase / Maintenance	600.00	2,505.54	2,505.54	1,905.54	2,800.00	2,200.00	2,800.00	2,200.00	Significant increase to budget required to support production and distribution of 2023/24 Annual Report, given that this budget line was reduced for 2023/24.
Quality Council	4,000.00	4,872.92	4,872.92	872.92	5,000.00	1,000.00	5,000.00	1,000.00	This budget line also supports any expenditure related to delivery of local democracy project.
Insurance	2,100.00	1,523.26	2,100.00	0.00	2,100.00	0.00	2,100.00	0.00	Officers anticipate that insurance renewal will remain broadly in line with 2023/24 given that parks and container have been included with overall policy. However, depending on the outcome of lease negotiations for Eaton Street Park and Browns' Field, there may be a significant saving attached to this budget line.
Telephones & Broadband	2,900.00	2,241.28	2,900.00	0.00	2,900.00	0.00	2,900.00	0.00	Assessment of expenditure during 2023/24, justified budget remaining the same in 2024/25.
IT Recharges	600.00	295.00	600.00	0.00	600.00	0.00	600.00	0.00	Prescot Town Council will continue to advertise through Prescot Cables FC and the Choose Your Venue website which helps to generate an income for Council through room hire booking.
Advertising	500.00	733.45	1,000.00	500.00	500.00	0.00	500.00	0.00	Assessment of expenditure during 2023/24, justified budget remaining the same in 2024/25.
Miscellaneous	34,600.00	28,021.11	35,374.40	774.40	33,400.00	-1,200.00	33,400.00	-1,200.00	
Total admin. expenses:	34,600.00	28,021.11	35,374.40	774.40	33,400.00	-1,200.00	33,400.00	-1,200.00	
Percentage of total:	9.48%								
COST CENTRE 3 - COMMUNITY PROVISION AND EVENTS									
	BUDGETED	ACTUAL	ANNUAL FORECAST	UNDER OVER BUDGET					
Prescot Town Council Community Fund	1,000.00	1,000.00	1,000.00	0.00	1,000.00	0.00	1,000.00	-500.00	At Budget Workshop, Members were satisfied with level of funding for community grants, and believed that circa 18 applications per year @ £500 per application was adequate. However, in light of budgetary gap, agreement to reduce down to £8500.00 from £9,000.00 in 2023/24.
Prescot Festival	500.00	500.00	500.00	0.00	500.00	0.00	500.00	0.00	Budgetted amount to remain the same as we continue to provide financial contribution to Church clock.
Town Clock	3,400.00	0.00	3,400.00	0.00	3,600.00	200.00	3,600.00	200.00	Increase in budget to cover any increases to skip costs.
Prescot Spring Clean	500.00	474.42	474.42	-25.58	800.00	300.00	800.00	300.00	Increase in budget to cover any increases to food costs and for the purchase of prescoco to support the event.
Prescot Community Recognition Awards	10,000.00	8,995.86	8,995.86	-1,004.14	14,000.00	4,000.00	14,000.00	4,000.00	Events Committee agreement to increase budget to allow for the Wheel of Death and improved entertainment offer in the arena.
Prescot Carnival	150.00	171.56	171.56	21.56	200.00	50.00	200.00	50.00	Budget has been increased in anticipation of bugler costs and wreath costs.
Armistice Day Remembrance Service	5,000.00	4,781.69	4,781.69	-218.31	6,000.00	1,000.00	6,000.00	1,000.00	Increase in budget in anticipation of increased costs for activities/food and drink in 2024/25.
Prescot Christmas Cracker	500.00	199.27	199.27	300.73	500.00	0.00	500.00	0.00	Budget remains the same as from 2023/24.
Senior Citizen Drop In	1,300.00	1,367.43	1,367.43	67.43	1,500.00	200.00	1,500.00	200.00	Budget increased following evaluation of expenditure in 2023/24 and anticipation of increased costs for 2024/25.
Schools Selection Packs	31,350.00	22,373.08	29,890.23	-1,459.77	36,600.00	5,250.00	36,600.00	5,250.00	
Total Community expenses:	31,350.00	22,373.08	29,890.23	-1,459.77	36,600.00	5,250.00	36,600.00	5,250.00	
Percentage of total:	8.59%								
COST CENTRE 4 - PUBLIC OPEN SPACE / OUTDOOR PROVISION									
	BUDGETED	ACTUAL	ANNUAL FORECAST	UNDER OVER BUDGET					
Parks Revenue Maintenance	30,800.00	18,781.92	30,800.00	0.00	26,796.66	-5,003.34	26,796.66	-5,003.34	Confirmation by Knowsley Council that renewal of Grounds Maintenance Contract will be at a cost of £25,796.66 for 2024/25.

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	5,000.00	0.00	500.00	-4,500.00	2,000.00	-3,000.00	Members agreed within budget workshop to reduce contribution from £5,000 to £2,000 in consideration of budgetary gap and to negate the need to raise precept Members are reminded that a substantial amount of Earmarked Reserves have been assigned to both sites £500.00 has been identified to support staking work on Carr Lane for trees installed by the Town Council - albeit that the Friends of Brown's Field have confirmed that they do not have the capacity to complete works and therefore a contractor is most likely required
<i>Browns Field Development</i>	5,000.00	0.00	0.00	-5,000.00	2,000.00	-3,000.00	Members agreed within budget workshop to reduce contribution from £5,000 to £2,000 in consideration of budgetary gap and to negate the need to raise precept Members are reminded that a substantial amount of Earmarked Reserves have been assigned to both sites
<i>Eaton Street Development</i>	10,000.00	0.00	0.00	-10,000.00	20,000.00	10,000.00	Members agreed to increase budget by £10,000.00 in comparison to 2023/24, in order to meet obligations under current leases for the repair of boundary walls and fences.
<i>Parks Capital Maintenance</i>	300.00	230.54	300.00	0.00	300.00	0.00	Assessment of expenditure during 2023/24, justified budget remaining the same in 2024/25
<i>Business Rates Browns Field</i>	510.00	0.00	510.00	0.00	510.00	0.00	Assessment of expenditure during 2023/24, justified budget remaining the same in 2024/25
<i>Electricity - Eaton Street Pavilion</i>	100.00	0.00	100.00	0.00	100.00	0.00	Assessment of expenditure during 2023/24, justified budget remaining the same in 2024/25
<i>Water Rates -Playing Fields & Eaton Street</i>	300.00	255.77	300.00	0.00	300.00	0.00	Assessment of expenditure during 2023/24, justified budget remaining the same in 2024/25
Total POS expenses:	52,010.00	19,268.23	32,510.00	-19,500.00	51,006.66	-1,003.34	
Percentage of total:	14.25%						

COST CENTRE 5 - TOWN HALL

	BUDGETED	ACTUAL	ANNUAL FORECAST	UNDER OVER BUDGET			
<i>Heat & Light</i>	16,000.00	12,672.48	16,000.00	0.00	23,000.00	7,000.00	Review of expenditure to date (quarterly bills for Gas and Electricity) justifies increase to budget line for 2024/25.
<i>Business Rates</i>	6,500.00	6,418.39	6,418.39	-81.61	6,600.00	100.00	Assessment of expenditure during 2023/24, justified budget remaining the same in 2024/25
<i>Water Rates</i>	2,500.00	1,873.04	2,500.00	0.00	2,500.00	0.00	Assessment of expenditure during 2023/24, justified budget remaining the same in 2024/25
	2,000.00	1,072.00	2,000.00	0.00	2,000.00	0.00	Lumalite have provided a quotation of £2,000.00 per annum for 3 year period, if contract were renewed with them.
<i>Town Hall Christmas Lights</i>	5,500.00	5,291.23	5,291.23	-208.77	6,000.00	500.00	This figure has been included as an indicative cost assuming the status quo, however officers recognise the need to tender for this contract during 2024/25
<i>Facilities Management</i>	1,000.00	1,043.06	1,043.06	43.06	1,000.00	0.00	Assessment of expenditure during 2023/24, justified budget remaining the same in 2024/25
<i>Furniture & Fittings</i>	5,500.00	786.39	5,500.00	0.00	5,500.00	0.00	Assessment of expenditure during 2023/24, justified budget remaining the same in 2024/25
<i>Day to Day Maintenance</i>	1,000.00	985.45	1,000.00	0.00	1,200.00	200.00	Assessment of expenditure during 2023/24, justified budget increasing slightly for 2024/25
<i>Cleaning & Hygiene</i>	2,300.00	1,801.72	2,300.00	0.00	4,000.00	1,700.00	In consideration of Council changing contractor for laundry, costs have increased significant in comparison to 2023/24. The increase has been assessed based on recent costs for table cloths, chair covers etc and aggregating over the course of a year. To offset this increase, Members have agreed to increase costs for table cloth, chair cover and sashes hire to all but offset any laundry cost increase - with income being generated through an increase to room hire charges and slight income generation through table cloth hire, chair cover hire.
<i>Laundry</i>							
<i>Refuse Collection</i>	2,500.00	2,113.00	2,500.00	0.00	2,750.00	250.00	Confirmed costs from B&M waste service for continuance of contract in 2024/25
<i>Borrowing Costs</i>	34,010.00	34,009.60	34,009.60	-0.40	34,010.00	0.00	Continuation of payments to Public Works Loans Board (PWLB) which totals £34,010.00 per annum.
	500.00	308.12	500.00	0.00	500.00	0.00	Assessment of expenditure during 2023/24, justified budget remaining the same in 2024/25
<i>Table Cloths, chair covers catering etc</i>							
<i>Bond Refund</i>	0.00	2,504.75	2,504.75	0.00	0.00	0.00	The Deputy Town Clerk did purchase some replacement items during 2023/24, but its acknowledged that further replacements may be needed during 2024/25 and therefore the same level of budget is proposed.
	0.00	63.00	63.00	0.00	0.00	0.00	No budget has been set against this expenditure line as it is essential one of reimbursement to the hirer.
<i>TEN Licence</i>							
Total Town Hall expenses:	79,310.00	70,942.23	81,630.03	-247.72	89,060.00	9,750.00	No budget has been set against this expenditure line as it is essential one of reimbursement to the. This typically covers late night bar hiring of multi-function room.
Percentage of total:	21.73%						

